

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION



Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Abuja	2. AGENCY State/Health Unit	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Re-description of duties: This position replaces _____ (Title) _____ (Series) _____ (Grade)
 Positions No. A50208

b. New Position

c. Other (Explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Physician, 0505	PSA-12		
b. Other				
c. Proposed by Initiating Office	Health Unit			

6. POST TITLE POSITION (if different from official title) Physician	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U. S. Embassy, Abuja, Nigeria	a. First Subdivision Health Unit
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b. Second Subdivision Management	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ Typed Name and Signature of Employee _____ Date (mm-dd-yyyy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ Typed Name and Signature of Supervisor _____ Date (mm-dd-yyyy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ Typed Name and Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) </div>	12. I have satisfied myself that is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ Typed Name and Signature of Admin or HR Officer _____ Date (mm-dd-yyyy) </div>
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13. BASIC FUNCTION OF POSITION

The incumbent provides medical services to approximately 156 American direct hire employees and approximately 85 dependents of all agencies at post as primary care physician. S/He sees 377 Foreign Service National employees upon occasion of injury on the job, referring any who become ill at work to their private physicians. S/He works under supervision of the Regional Medical Officer (RMO) and helps in planning and administering the health program at post, including at-post hospitalizations and medical evacuations. S/He serves as consulting and on-call physician for high-level VIP visits when the RMO and/or FSHP are not present.

90 % OF TIME

14 MAJOR DUTIES AND RESPONSIBILITIES - The incumbent serves in the equivalent capacity of a Foreign Service Medical Officer at post, providing primary health care to a large, disparate population. In carrying out these duties, s/he:

- Facilitates access to the local medical system and serves as patient advocate for American staff who are hospitalized at post by monitoring the patient's care and progress; finds the best consultants, especially those with English language fluency and who are familiar with American medical practices and patient expectations and supervises and follows their performance and standards of care; translates medical documents as necessary.
- Determines and recommends appropriate medical treatment for medical conditions ranging from minor complaints to serious emergency illnesses or injuries requiring case management or hospitalization and/or medical evacuation; consults on complex cases and medical evacuations by phone, e-mail or other means, or during periodic visits, with the Regional Medical Officer and/or staff at MED Foreign Programs in Washington.

14. MAJOR DUTIES AND RESPONSIBILITIES CONTINUED -

- When recommending medical evacuations, s/he confers with the RMO and ensures that the medical unit nurses follow through on medevacs, including securing authority and financial data from M/MED, determining medevac destination point, and making travel arrangements with HR and GSO.
- Advises employees on health matters, including infant and prenatal care, nutrition, communicable disease prevention, and food/water sanitation; actively develops health education plans and participates in health teaching seminars for the Embassy community.
- Provides physical examinations to employees and dependents prior to departure for home leave and/or onward assignment to another overseas location.
- Helps evaluate local medical resources to determine their capability to respond to medical emergencies within country; coordinates with local hospitals, surgeons and medical specialists in the diagnosis, treatment and care of employees and their dependents.
- Works with embassy staff to prepare for and handle emergency and critical care resulting from natural or man-made disasters involving mass casualties, ranging from earthquakes to chemical biological agents and terrorist actions;
- Is available for emergency consultations and services when on call.
- Coordinates medical care for high-level visits that include CODELS, cabinet level, and White House visitors when the RMO and FSHP are absent.
- Assists with occupational health/safety and environmental management.

Assists with management of the LES health care program by evaluating requests for special leave, treating OTJ injuries, interpreting the results of physical examinations, and counseling FSNs on health problems for appropriate referral to private doctors and treatment. 10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Doctorate degree in Medicine, completion of an approved internship and residency and a license to practice medicine acceptable in the host country (comparable to requirements in the U.S.) is essential. Current U.S. specialty Board certification is required.
- b. Prior Work Experience: A formal internship and a minimum of three years of formal residency training or equivalent training as certified by M/MED are required. Prior practice in the U.S. or Europe and at least six years of progressive experience in internal medicine, family medicine, pediatrics, emergency medicine and/or OB/GYN is required.
- c. Post Entry Training: 6 months to learn applicable U.S. and Department of State laws, regulations, procedures, and guidelines.
- d. Language Proficiency: Level IV English plus fluency in use of professional medical terminology are essential.
- e. Job Knowledge: Must have general practice knowledge and understanding to deal with all types of cases seen in Health Unit. Must have knowledge and understanding of Advanced Cardiac Life Support, Pediatric Advanced Life Support, Advanced Trauma Life Support and Emergency Preparedness for chemical, biological and radiological situations; Should have regularly attended annual Continuing Medical Education (CME) training and seminars to stay current with medical practice at US standards. Must gain familiarity with US Government and Department of State medical regulations and administrative procedures, especially those involving medical evacuations.

- f. Skills and Abilities: Must be sensitive to needs and feelings of others and be approachable to every person at post in order to obtain and maintain the trust and confidence of employees and dependents. Maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgment are essential in this position. Must have a customer-service orientation.

16. POSITION ELEMENTS:

- a. Supervision Received: The incumbent of the position is supervised by the Regional Medical Officer (RMO) at the post in Abuja.
- b. Supervision Exercised: Supervises two LE Nurses and a Health Unit Secretary when the RMO and FSHP are not present.
- c. Available Guidelines: : M/MED guidance, 3 FAM, circulars and cables updating guidance, CME publications and circulars.
- d. Exercise of Judgment: Required to make sound professional judgments, sometimes in crisis situations, at all times.
- e. Authority to Make Commitments: Has wide latitude in making commitments dealing with health of patients, however, has M/MED, RMO, and Administrative Counselor to provide assistance in committing agency funds and interpreting regulations and guidelines.
- f. Nature, Level, and Purpose of Contacts: All levels both within Embassy and within the medical community in Nigeria and the U.S. May be required to work with host country military and/or ministry personnel at the highest levels in an emergency.
- g. Time Expected to Reach Full Performance Level: One year